

**Library Board of Trustees (Monday, October 21, 2019)****1. CALL TO ORDER**

- Excused Members: Carolyn Guy, Tressa Setlak, and Michael Dunn

**2. PRESENTATION(S)**

- Celebrations: Presented nameplate to commemorate Elizabeth Davis completing her MLIS.  
Presented Susan Clifton with her 15 years of service pin.
- Presented Hip Hip Hooray Certificates to Sara Stephenson for her work on the new meeting room software, Deborah Haviland for her work on the new VOIP Phone System; Jennel Steis for her work on the new Charlotte Hall Teen Area; and to Kathy Faubion and Cecelia Thomas for graduating from MILLI.
- Upcoming Programs: Financial Literacy Fair for the public; Paws to Read at Charlotte Hall; Ethical Hacking Capture the Flag; and Understanding Credit and Debit.

**3. PRESIDENT'S REPORT**

- APPROVED the minutes of the September 16, 2019 Meeting.
- APPROVED the EALS for 9/16/19 through 10/20/2019.

**4. TREASURER'S REPORT**

- Distributed October 2019 Treasurers Report
- Discussion about spending limits for CY2019 Vanguard Dividends in CY2020.
- VOTE to accept distribution of the dividends as presented.

**5. SMRLA REPORT**

- The Board is working on a Trustee Manual.
- SMRLA will be increasing RB Digital subscription assistance.
- The Board is trying to determine what exactly SMRLA is responsible for with building maintenance.
- Minor bylaw changes have been proposed
- Conducted a Performance Evaluation of SMRLA Director

**6. DIRECTOR'S REPORT**

- Informational:
  - Reviewed the existing FY2020 Budget and quarterly statistics
  - Provided and update on the status of the New Leonardtown Library construction.
  - Provided update on recent Foundation Fundraising Letter.
  - FY2019 Audit is still not complete and it is due to the State by 11/01/2019.
  - Provided an update on the status of the Tri-County Strategic Plan which is scheduled to be done by the end of 2019.
  - Updated the Board of current state of digital (eBook) lending policies being put out by major publishers.
- Action Items
  - VOTED to approve the separated Programming and Materials policies.
  - VOTED to approved allowing Kids Cards to check out digital materials as well as printed.
  - VOTED to approved Board Meeting dates for CY2020, specifically to move January meeting to 01/13/2020 and the February meeting to 02/10/20 because of Monday holidays.

**7. DATES TO REMEMBER**

- Reminded Board of the following dates: 10/27/19 FOL Fall Book Fair; 11/01/19 Soil Collection Ceremony; 11/04/19 Meet the Author of the OMOB at CSM in La Plata, MD; 11/13/19 State of the Schools Luncheon.

**8. NEXT MEETING**

- Monday, November 18, 2019 at the Chesapeake Building.

**9. ADJOURN**

- Meeting Adjourned at 11:21 AM.

